

# ATTACHMENT #11

## SECTIONS OF GPTC ORGANIZATIONAL POLICY MANUAL

(RECRUITMENT, SELECTION AND  
AFFIRMATIVE ACTION)

SECTIONS OF GPTC NEW  
EMPLOYEE ORIENTATION  
POWERPOINT PRESENTATION  
(RECRUITMENT AND EQUAL EMPLOYMENT  
OPPORTUNITY)

**GEORGIA PUBLIC BROADCASTING****ORGANIZATIONAL  
POLICY MANUAL****Subject: Recruitment****Section No. III-A****Page 1 of 1****Effective Date: January 1, 2007****Revision Date: January 1, 2007**

1. It is the policy of Georgia Public Broadcasting that whenever a unit wishes to fill a vacant position, a written request will be submitted to the Human Resources Office. The appropriate Division Director must approve the request prior to it being submitted to Human Resources. It is the responsibility of HR to review the vacancy to insure that the competencies and qualifications for the job are accurate, the job description is current, and the compensation level is appropriate and adequate. If deficiencies are identified, HR will work with the requesting unit to insure that the deficiencies are corrected prior to announcing the vacancy. HR will also coordinate the request with the Chief Financial Officer to insure that the position is properly budgeted and funded.
2. It is the policy of Georgia Public Broadcasting that all vacancies, except executive-level vacancies, must be announced. Announcement may be internal to GPB, outside of GPB or both, depending on the job and the needs of the organization. The HR Office will develop and utilize specific recruitment plans and procedures for recruiting applicants for the following different categories of vacancies.
  - a. Full-time positions
  - b. Part-time and temporary positions
  - c. Contract positions
  - d. Internship program

The recruitment effort to fill a particular vacancy will consist of the uniform procedure described in the appropriate recruitment plan, plus any additional efforts necessary to attract competent and well-qualified applicants. At least annually, the HR office will evaluate the effectiveness of its recruitment efforts and make any indicated modifications to the various recruitment plans and procedures to insure both effective and fair recruiting of well-qualified applicants.

**Revision Number: 1****40**

**GEORGIA PUBLIC BROADCASTING****ORGANIZATIONAL  
POLICY MANUAL****Subject: Selection****Section No. III-B****Page 1 of 1****Effective Date: January 1, 2007****Revision Date: January 1, 2007**

1. Georgia Public Broadcasting will conduct its employee selection process so as to achieve the best possible match between the applicant and the vacant position based on the competencies and qualifications required and preferred for the vacancy.
2. Interviews and selections shall be made so that the candidates receive fair treatment without regard to political or religious affiliation, race, color, national origin sex, age or physical handicap.
3. The Human Resources Office will develop a consistent process for evaluating applicants based on the degree to which they possess the levels of the competencies and qualifications identified for high performance in the vacant positions. This process will be used in making all selections.
4. The Human Resources Office will be available to assist hiring managers in developing behaviorally based interview questions.
5. The Human Resources Office will periodically review and evaluate the selection process to insure that the best available match between job and applicant is being achieved and to determine if adverse impact, as defined in the uniform guidelines, exists in the selection process.
6. References and background checks will be made for all selected prior to an offer of employment being made.

**Revision Number: 1****41**

**GEORGIA PUBLIC BROADCASTING****ORGANIZATIONAL  
POLICY MANUAL****Subject: Affirmative Action Program****Section No. III-C****Page 1 of 3****Effective Date: January 1, 2007****Revision Date: January 1, 2007****General Policy**

It shall be the policy of Georgia Public Broadcasting to provide equal opportunity to all qualified individuals without regard to their political or religious opinions or affiliations, race, color, sex, age, physical handicap or national origin in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, transfer, demotion, reduction-in-force and termination. It shall also be Georgia Public Broadcasting's policy to promote the realization of equal employment through a positive, continuing program of specific practices designed to ensure the full realization of equal employment opportunity without regard to political or religious opinions or affiliations, race, color, sex, age, physical handicap or national origin.

To make this policy effective and to ensure compliance with the rules and regulations of the Federal Communications Commission, Georgia Public Broadcasting has adopted the program below.

**1. Responsibility for Implementation**

The Executive Director or his/her designee shall be responsible for the administration and implementation of Georgia Public Broadcasting's program. It shall also be the responsibility of all persons making employment recommendations and decisions with respect to recruitment, evaluation, selection, promotion, compensation, training, and termination of employees to ensure that Georgia Public Broadcasting's policy and program is adhered to and that no person is discriminated against.

**2. Policy Dissemination**

To assure that all members of the staff are cognizant of the equal employment opportunity policy and their individual responsibilities in carrying out this policy, the following communication efforts shall be made:

- a. The employment applications used by Georgia Public Broadcasting shall contain a notice informing prospective employees that Georgia Public Broadcasting is an equal opportunity employer or the abbreviation EEO/AA, and that they have the right to notify an appropriate local, state or federal agency, if they believe they have been victims of discrimination.

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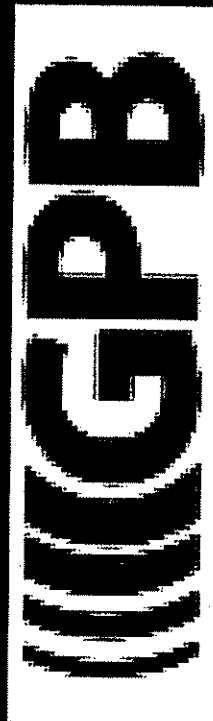
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POLICY MANUAL****Subject: Affirmative Action****Section No. III-C****Page 2 of 3****Effective Date: January 1, 2007****Revision Date: January 1, 2007**

- b. Appropriate notices shall be posted informing applicants and employees that Georgia Public Broadcasting is an equal opportunity employer and of their right to notify an appropriate local, state or federal agency if they believe they have been the victims of discrimination.
- 3. Recruitment. To ensure nondiscrimination in relation to minorities and women, and to foster their full consideration in filling job vacancies, Georgia Public Broadcasting proposes to utilize the following recruitment procedures.
  - a. Georgia Public Broadcasting shall attempt to maintain systematic communication, both verbally and in writing, with a variety of minority and women's organizations to encourage the referral of qualified minority and female applicants. Appropriate minority and women's organizations shall be contacted when vacancies occur.
  - b. When Georgia Public Broadcasting recruits prospective employees from educational institutions, such as universities, colleges and vocational technical schools, such recruitment efforts shall include area schools and colleges with significant minority and female enrollments.
  - c. In recruiting student employees for Georgia Public Broadcasting student employee positions, local high schools with a significant minority enrollment shall be contacted.
  - d. When utilizing media for recruitment purposes, help-wanted advertisements shall always include a notice that Georgia Public Broadcasting is an equal opportunity employer and shall contain no indication, either explicit or implied, of a preference for one sex over another.
  - e. When Georgia Public Broadcasting places advertisements in printed media, advertisements shall be placed in media, which have significant circulation or are of particular interest to minorities and women.
  - f. Georgia Public Broadcasting shall encourage employee to refer minority and female candidates for existing and future job openings.
- 4. Training. Georgia Public Broadcasting may participate in work-study programs from time-to-time with schools or colleges in the greater Atlanta Area.

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<b>GEORGIA PUBLIC BROADCASTING</b>		<b>ORGANIZATIONAL POLICY MANUAL</b>	
<b>Subject: Affirmative Action</b>		<b>Section No. III-C</b>	<b>Page 3 of 3</b>
<b>Effective Date: January 1, 2007</b>		<b>Revision Date: January 1, 2007</b>	
<p>Georgia Public Broadcasting shall provide equal opportunity to all students chosen to such program by their respective educational institutions. Training shall be approved so as to provide opportunity to all employees.</p> <p>5. The Human Resources Office shall prescribe the proper method for recording and maintaining logs of applicants as required by law.</p> <p>6. The Director of Special Projects, or his designee, shall be responsible for the implementation of the Affirmative Action Program for Georgia Public Broadcasting.</p>			
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# Employee Orientation



G E O R G I A   P U B L I C   B R O A D C A S T I N G

# Recruitment

GPB's recruitment policies and procedures are set forth in the policy and procedures manual, which can be found in the Human Resources Office. GPB uses every effective and available means to hire the most qualified candidate for a vacant position without regard to an individual's political or religious opinions or affiliations, race, color, sex, age, physical handicap, or national origin. Position vacancies are announced internally through email, GPB Web Site, Job Line and a variety of other selected recruitment resources.





## Equal Employment Opportunity

GPB provides equal employment opportunity to all qualified individuals without regard to their political or religious opinions or affiliations, race, color, sex, age, physical handicap or national origin in all personnel actions including: recruitment, evaluation, selection, promotion, compensation, training, transfer, demotion, reduction in force and termination.

